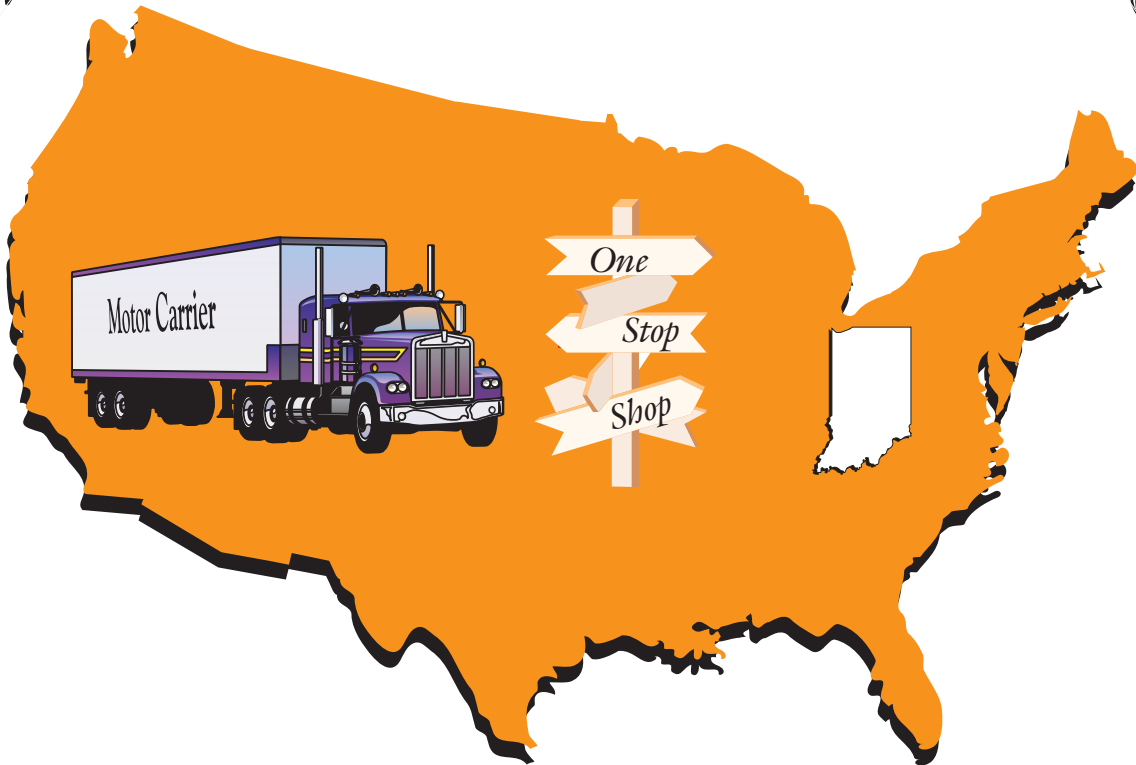


# Crossroads of America



*All Roads Lead to One Stop*

This guidebook was prepared based on Indiana laws and regulations. However, because the Indiana General Assembly meets annually, the information contained in this booklet is subject to change. This booklet should be used only as a guide and not for strict legal interpretations. Every effort has been made to ensure that the enclosed information is accurate and complete.

## **Introduction**

Indiana is often referred to as the *Crossroads of America*. Trucks travel more than 9.5 billion miles a year in Indiana, and this high volume of truck traffic directly affects Indiana's roads, traffic, and safety conditions, as well as the state's economy. We at the Indiana Department of Revenue, Motor Carrier Services Division, are committed to the fair enforcement of state and federal laws so that motor carriers, drivers, and residents throughout the state may benefit.

The Department of Revenue administers many areas that affect the trucking industry. This guidebook explains the different areas of taxation, registration, licensing, permitting, and other services for which we are responsible. Additionally, you will find contact information for other state agencies and federal offices that you may need to contact.

The goal of this guidebook is to help you familiarize yourself with and understand the laws that pertain to you. With that knowledge and understanding, you can help us provide the best possible environment for the transportation sector. We hope you find the enclosed information beneficial in your endeavors.

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## Indiana Trucking Requirements “At a Glance”

Contact the Indiana Department of Revenue for the following:	<b>Interstate</b> (you travel through Indiana and one or more states)	<b>Intrastate</b> (you never leave the state of Indiana)
Fuel Taxes, if the vehicle is: <ul style="list-style-type: none"> <li>• A passenger vehicle that seats more than nine, plus the driver (buses are exempt in Indiana), or</li> <li>• A truck having more than 2 axles, or</li> <li>• A truck or combined vehicle whose gross weight is over 26,000 pounds.</li> </ul> Page 9 through 13	Yes, register under the International Fuel Tax Agreement (IFTA).	Yes, register under the Indiana Motor Carrier Fuel Tax Registration.
Plates, Registration & Titles, if the vehicle is: <ul style="list-style-type: none"> <li>• A truck having 2 or more axles, or</li> <li>• A power unit having 3 or more axles, or</li> <li>• Used in combination when the weight of the combination exceeds 26,000 pounds gross vehicle weight.</li> </ul> Page 15 & 16	Yes, register under the International Registration Plan (IRP).	Yes, if the carrier who owns the intrastate vehicles is registered under the IRP. If not registered under the IRP, contact the branch locations of the Indiana Bureau of Motor Vehicles.
Vehicle Marking, if the vehicle is: <ul style="list-style-type: none"> <li>• Over 10,000 pounds, or</li> <li>• A passenger vehicle that seats 9 or more, including the driver, or</li> <li>• A carrier requiring hazardous materials placards.</li> </ul> Page 19 & 20	Yes, a United States Department of Transportation (USDOT) number is needed. It must be marked on the vehicle.	Yes, an “Indiana” USDOT number or an Indiana assigned number is required. It must be marked on the vehicle.
Safety & Insurance filings, if the vehicle is: <ul style="list-style-type: none"> <li>• For Hire, or</li> <li>• Private, hauling hazardous materials.</li> </ul> Page 5 & 20	Yes, “for-hire” carriers register under the Single State Registration System (SSRS).	Yes, both “for-hire” and private hauling hazardous materials must register under the Indiana Safety & Insurance system.
Operating Authority, if the vehicle is: <ul style="list-style-type: none"> <li>• Hauling passengers for hire, or</li> <li>• Hauling household goods for hire.</li> </ul> Page 21 & 22	No	Yes, apply and petition for Indiana Operating Authority.
Oversized or Overweight permits if the vehicle is <ul style="list-style-type: none"> <li>• Over 80,000 pounds gross weight</li> <li>• Over 20,000 pounds on a single axle</li> <li>• Over 34,000 pounds on a tandem axle</li> <li>• Over 8 feet, 6 inches wide</li> <li>• Over 13 feet, 6 inches high, or</li> <li>• Over 40 feet long for a single vehicle, or over 60 feet long if a two vehicle combination.</li> </ul> Page 16, 17 & 18	Yes	Yes

# Insurance Requirements

## What are the insurance requirements?

- For-Hire Carriers transporting non-hazardous property in a vehicle with a gross vehicle weight rating (GVWR) of 10,001 pounds or more - \$750,000.
- Private and/or For-Hire Carriers transporting hazardous material - \$1,000,000 to \$5,000,000.
- For-Hire Carriers transporting passengers in a vehicle with a seating capacity of 15 or less - \$1,500,000.
- For-Hire Carriers transporting passengers in a vehicle with a seating capacity of 16 or more - \$5,000,000.
- For-Hire Carriers transporting non-hazardous property in a vehicle with a GVWR under 10,000 pounds - \$300,000.

## What type of insurance form do I file for a USDOT, SSRS, or Indiana Identification Number?

- If you are an Intrastate For-Hire carrier and/or a Private Hazardous Materials carrier you must file a Form E, Indiana insurance filing. You will need to request this filing from your insurance company. If you have active FHWA/MC authority you **do not** have to submit the Form E filing.
- Foreign carriers (Canadian & Mexican) must carry a copy of the MCS90/MCS82 in the vehicle when traveling throughout the US as proof of financial responsibility.

For more information about insurance requirements or filings, call (317) 615-7350.

# Safety Requirements

## What safety requirements will I encounter as a professional truck driver?

Indiana has adopted the following Federal Motor Carrier Safety Regulations as Indiana law:

A commercial motor vehicle (CMV) means any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle:

- (1) Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight; of 4,536 kg (10,001 lbs.) or more; whichever is greater; or
- (2) Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
- (3) Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
- (4) Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, suchchapter C.

You can view these at: <http://www.fmcsa.dot.gov/rulesregs/fmcsrhome.htm>

## Transportation of Hazardous Materials Requirements:

- |    |                |  |
|----|----------------|--|
| a. | 49CFR Part 107 | registration requirements (subpart F & G); |
| b. | 49CFR Part 171 | general information and definitions;       |
| c. | 49CFR Part 172 | hazardous materials tables;                |
| d. | 49CFR Part 173 | shipping requirements/packaging;           |
| e. | 49CFR Part 177 | transportation by highway;                 |
| f. | 49CFR Part 178 | shipping container specifications; and     |
| g. | 49CFR Part 180 | qualification & maintenance of packaging.  |

## Safety Requirements:

- |    |                |   |
|----|----------------|---|
| a. | 49CFR Part 382 | controlled substance & alcohol used in testing;                   |
| b. | 49CFR Part 383 | commercial driver's license;                                      |
| c. | 49CFR Part 385 | safety fitness procedures;  |
| d. | 49CFR Part 386 | rules of practice for Motor Carrier safety & hazardous materials; |
| e. | 49CFR Part 387 | financial responsibility;   |
| f. | 49CFR Part 390 | general applicability & definitions;                              |
| g. | 49CFR Part 391 | driver qualifications;  |
| h. | 49CFR Part 392 | driver rules and regulations;                                     |
| i. | 49CFR Part 393 | parts and accessories;  |
| j. | 49CFR Part 395 | hours of service;   |
| k. | 49CFR Part 396 | vehicle maintenance and repair;                                   |
| l. | 49CFR Part 397 | transportation of hazardous material; and                         |
| m. | 49CFR Part 398 | transportation of migrant workers.                                |

The above regulations apply to CMV trucks and combination vehicles with a manufacturer's gross vehicle weight rating, or a combined gross vehicle weight rating (GVWR-CGVWR) of 10,001 lbs. (4,536kg) or more, or to vehicles hauling hazardous materials in a quantity requiring placards, or vehicles designed to transport more than 8 passengers, including the driver.

## Physical Qualifications to Drive

### What are the minimum qualifications to drive?

You may operate a commercial motor vehicle intrastate (only in Indiana) at 18 to 20 years of age, however, this person is not exempted from any other provisions of 49CFR Part 391. Interstate drivers must be at least 21.

### Must I carry proof that I am physically qualified to drive?

Yes, you are required to carry a medical examiners's certificate as outlined in Section 391.41. See pages 26 & 27.

Intrastate carriers are also subject to these requirements, with the exception of intrastate drivers hired before September 1, 1985, who are operating incidental to normal employment duties, and are not employed as a chauffeur. A person shall not drive a commercial motor vehicle unless he/she is physically qualified to do so, **and, has on his/her person the original, or a photographic copy, of a medical examiner's certificate** that he/she is physically qualified to drive a commercial motor vehicle.

## Equipment Requirements

### Am I required to carry any special equipment?

Yes, pursuant to Federal Motor Carrier Safety Regulation 393.95, subpart H, regarding emergency equipment, every bus, truck, truck tractor and every vehicle driven in a driveway, towaway operation greater than 10,000 lbs. GVWR-CGVWR, must be equipped with the following: a fire extinguisher, spare fuses, warning devices for stopped vehicles, or three (3) bi-directional emergency reflected triangles that conform to the requirements of the Federal Motor Vehicle Safety Standard number 125.

### What equipment must be spot checked before each trip?

Service brakes, including trailer brake connections, parking brake, steering mechanism, lighting devices and reflectors, tires, horn, windshield wipers, rear vision mirror(s) and coupling devices, should be checked before each trip (CFR 392.7).

## Log Books

### Who is required to maintain a log book?

- Persons who drive a commercial motor vehicle which has a manufacturer's gross vehicle weight rating or combined gross vehicle weight rating of 10,001 pounds or more;
- Persons who operate vehicles designed to transport nine (9) passengers or more (including the driver) for hire; and
- Persons who drive in intrastate or interstate commerce in any vehicle transporting hazardous materials.

Further specifications are outlined in Part 395.1 of the FMCSRs.

### Who is exempt from maintaining a log book?

- Persons who drive vehicles which are used for, and registered by, the Bureau of Motor Vehicles as farm trucks.
- Persons who drive vehicles in intrastate construction or construction related service.
- Generally, persons who drive within a one hundred (100) air-mile radius of their normal work reporting location.

### How current do log entries have to be?

Entries are to be kept current. Drivers should have everything recorded up to their last change of duty status.

### What does the driver do with the forms when they are completed?

The driver shall retain a copy of each record of duty status for the previous seven (7) consecutive days which shall be in his or her possession and available for inspection while on-duty. The original shall be forwarded to the carrier where it is to be maintained for a period of six months.

## Hours of Service

**What is "On Duty Time" and "Driving Time" and what are the limits?** Federal Motor Carrier Safety Regulation 395.2 defines "on-duty time" as all time from the time the driver begins to work or is required to be in readiness to work until the time he or she is relieved from work and **all** responsibilities for performing work. "Driving time" shall include all time spent at the driving controls of a motor vehicle in operation. A driver must take eight (8) hours off-duty before being eligible to resume driving after having driven ten (10) hours during a tour of duty or having been on-duty or driving for more than fifteen (15) hours.



### **What are the maximum on-duty hours for 7 or 8 day weeks?**

Pursuant to Federal Motor Carrier Safety Regulation 395.3:

- a. Except as provided 395.1 (b)(1), 395.1 (f) and 395.1(i), you may not drive:
  1. More than 10 hours after having 8 consecutive hours off-duty; or
  2. For any period after you have been on-duty 15 hours following 8 consecutive hours off-duty.
- b. No motor carrier shall permit or require a driver of a commercial motor vehicle to drive, regardless of the number of motor carriers using the driver's services, for any period after:
  1. Having been on-duty 60 hours in any 7 consecutive days if the employing motor carrier does not operate every day of the week; or
  2. Having been on-duty 70 hours in any 8 consecutive days if the employing motor carrier operates 7 days per week.
- c. Exception: This paragraph shall not apply to any driver-salesperson whose total driving time does not exceed 40 hours in any period of 7 consecutive days.
- d. In the instance of drivers of motor vehicles used exclusively in the transportation of oil field equipment, including the stringing and picking up a pipe used in pipelines, and servicing the field operations of the natural gas and oil industry, any period of 8 consecutive days may end with the beginning of any off-duty period 24 or more successive hours.

### **Are there exemptions to the Hours of Service Requirements?**

Yes. The exemptions are found in Section 395.1(e), of the Federal Motor Carrier Safety Regulations:

- e. Exemptions - (1) 100 air-mile radius driver. A driver is exempt from the requirements of this section if:
  1. The driver operates within a 100 air-mile radius of the normal work reporting location;
  2. The driver, except a driver salesperson, returns to the work reporting location, and is released from work within 12 consecutive hours;
  3. At least 8 consecutive hours off-duty separate each 12 hours on-duty;
  4. The driver does not exceed 10 hours maximum driving time following 8 consecutive hours off duty; and
  5. The motor carrier that employs the driver maintains and retains for a period of 6 months accurate and true time records showing:
    - a. the time the driver reports for duty each day;
    - b. the total number of hours the driver is on-duty each day;
    - c. the time that driver is released from duty each day; and
    - d. the total time for preceding 7 days for drivers used for the first time or intermittently.
- f. The provisions of paragraph (a) shall not apply with respect to drivers of motor vehicles engaged solely in making local deliveries from retail stores and/or retail catalog businesses to the ultimate consumer, when driving solely within a 100 air-mile radius of the driver's work-reporting location, during the period from December 10 to December 25, both inclusive, of each year.
- g. Exemption: Drivers using sleeper-berth equipment as defined in 395.2 (g), or who are off-duty at a natural gas or oil well location, may accumulate the required 8 consecutive hours off-duty resting in a sleeper-berth in two separate periods totaling 8 hours, neither period to be less than 2 hours, or resting while off duty in other sleeping accommodations at a natural gas or oil well location.

### **If I am not exempt, am I legally responsible for maintaining a log?**

Yes. Every driver must record his duty status in duplicate for each 24-hour period on a daily log.

## **Inspections And Out of Service Orders**

### **Is the Commercial Vehicle Safety Alliance (CVSA) decal now being used when inspections are performed?**

Yes, Indiana issues Commercial Vehicle Safety Alliance (CVSA) decals to carriers after they have successfully completed a Level One North American Standard Inspection and are found to have no critical item violations.

### **What criteria would an officer use to determine if a truck displaying a valid decal should be reinspected?**

Any truck, displaying a valid decal or not, should be reinspected if an obvious violation is observed. A CVSA decal does not exempt a motor carrier from any inspection when approached by an officer.

### **Are there differences between the DOT and CVSA out-of-service criteria?**

No. There is no difference between the DOT and CVSA out-of-service criteria. The CVSA is instrumental in working with DOT to establish the out-of-service criteria that is ultimately used by inspectors throughout all states and regions who are participating in the CVSA program or the DOT Motor Carrier Safety Assistance Program (MCSAP).

### **Are out-of-service decisions made only according to these standards or can a truck be placed out-of-service for other reasons?**

Out-of-service decisions are made according to the standards as set forth in the out-of-service criteria as issued by the CVSA. Copies of the C.V.S.A. out-of-service criteria may be obtained for a fee by contacting the Commercial Vehicle Safety Alliance, 5430 GRDS Venor Lane, Suite 130, Bethesda, MD 20814, (301)564-1623, Fax (301)564-0588 or e-mail: [CVSAhg@aol.com](mailto:CVSAhg@aol.com)

## **Questions about Regulations**

### **Who do I contact with other safety questions?**

Please direct any questions concerning size and weight, oversize load escorts, hazardous material, compliance reviews, or other matters related to the enforcement of commercial vehicle rules and regulations to the Indiana State Police website at [www.in.gov/isp](http://www.in.gov/isp).

### **How may I get a copy of the Motor Carrier Safety Regulations?**

The Federal Motor Carrier Safety Regulations are available through most large truck stops or through any printing agency that specializes in printing federal regulations. Federal Printing Office, 200 N. High St., Suite 207, Columbus, OH 43215 (614) 469-6856, J.J. Keller Assoc., 3003 W. Breezewood Ln. P0368, Neenah, WI 54957-0368, 1-800-327-6868, and Label Master, 5724 N. Pulaski Rd., Chicago, IL 60646-6797, 1-800-621-5808. [www.jjkeller.com](http://www.jjkeller.com)

## **Fuel & Road Use Taxes**

Generally, all carriers traveling in or through Indiana in commercial motor vehicles must file and pay fuel and road use taxes. This is accomplished once you have properly registered and have annual Compliance Decals *on* each vehicle. The method of registration will vary based upon whether you are an interstate (travels in more than one state) or intrastate (travels solely within Indiana) motor carrier. The following information addresses both types of filings and all the general requirements.

## **IFTA (Interstate) or Indiana (Intrastate) Requirements**

### **What is IFTA?**

The International Fuel Tax Agreement (IFTA) is an agreement between various taxing jurisdictions in the United States and Canadian provinces. The goal of the member jurisdictions is to simplify the tax licensing and reporting of the interstate motor carriers. The purpose of IFTA is to establish and maintain the concept of one fuel use license and one administering base jurisdiction for each license holder (licensee). As of January 1, 1999, the member jurisdictions include all of the United States except Washington D.C., Alaska, and Hawaii. All Canadian provinces, with the exception of Labrador, Yukon, and the Northwest Territories, are also members.

A motor carrier should register with Indiana as an IFTA licensee if the ***base jurisdiction*** is Indiana and the motor carrier operates qualified motor vehicles in Indiana and at least one other member jurisdiction.

Indiana is the ***base jurisdiction if qualified motor vehicles*** are based in Indiana for registration purposes and:

1. operational control and operational records of the motor carrier's qualified motor vehicles are maintained or can be made available in Indiana, and
2. some mileage is accrued by qualified motor vehicles within the fleet in Indiana.

A ***qualified motor vehicle*** is a motor vehicle used, designed, or maintained for transportation of persons or property and:

1. has two axles and a gross vehicle weight or registered gross vehicle weight exceeding 26,000 pounds; or
2. has three or more axles regardless of weight; or

3. is used in combination when the weight of such combination exceeds 26,000 pounds gross vehicle weight; or
4. is a passenger vehicle that has seats for more than nine (9) passengers in addition to the driver.

IFTA offers several benefits to the interstate motor carrier. These benefits include one license, one set of credentials which allow travel through all IFTA member jurisdictions, one quarterly report which reflects the net tax or refund due for all IFTA member jurisdictions, and one audit, in most circumstances, performed by the base jurisdiction. These advantages all lead to cost and time savings for the interstate carrier.

If you operate subject vehicles base plated in Indiana (intrastate), as well as vehicles plated under the International Registration Plan (interstate), you should include all vehicles under the IFTA license for the purposes of obtaining credentials and reporting.

Generally, motor carriers may not hold both an Indiana Intrastate Fuel Tax License and an International Fuel Tax Agreement License.

### **I am an Indiana carrier who never leaves the state. What do I need to do about fuel and road use taxes?**

You must obtain a License Cab Card and a Compliance Decal if you are operating a Commercial Motor Vehicle. A commercial motor vehicle is any motor vehicle propelled by motor fuel which is:

1. a passenger vehicle that has seats for more than nine (9) passengers in addition to the driver; or
2. a road tractor; or
3. a tractor truck; or
4. a truck having more than two (2) axles; or
5. a truck having a gross weight or declared gross weight greater than twenty-six thousand (26,000) pounds; or a vehicle used in combination if the gross weight or declared gross weight of the combination is greater than twenty-six thousand (26,000) pounds.

## **Exempt Vehicles**

### **Are any vehicles exempt from the Annual Fuel & Road Tax Registration?**

Yes, the following vehicles are exempt:

1. vehicles operated by the State of Indiana or a political subdivision thereof;
2. vehicles operated by the United States or by an agency of states in which Indiana participates;
3. school buses operated by, for, or on behalf of a state, a political subdivision of a state, or a private or privately operated school;
4. vehicles used in casual or charter bus operations;
5. vehicles registered by the Bureau of Motor Vehicles as farm trucks, farm trailers or farm semitrailers and tractors, or under a similar law of another state;
6. an intercity bus;
7. vehicles displaying a dealer registration plate; or
8. recreational vehicles.

## **Annual Credentials**

### **How do I Open a New Account?**

Contact the Motor Carrier Services Division of the Indiana Department of Revenue in person, by mail, or by telephone at (317) 615-7345 to obtain Form MCFT-1, Application for Intrastate Motor Carrier Fuel Tax Annual permit, or Form IFTA-1, International Fuel Tax Agreement License Application. These forms are also available on the Internet at: [www.in.gov/dor/mcs/index.html](http://www.in.gov/dor/mcs/index.html).

### **What is the cost?**

The permit processing fee is twenty-five dollars (\$25.00).

**Note:** All payments made to the Indiana Department of Revenue must be made with US funds.

### **How many Annual License Cab Cards and Compliance Decals are required per carrier?**

Each carrier will receive one cab card. You are required to make a copy of the cab card for each vehicle. Keep the original with your company records.

Each intrastate carrier (never leaving Indiana) will receive one decal for each vehicle operated by the carrier. This decal must be placed on the driver's side of each power unit, and the cab card must be carried in the vehicle at all times.

Each interstate (IFTA) carrier will receive a set of two decals for each vehicle. These decals must be placed on the exterior portion of both sides of the power units. The cab card must be carried in the vehicle at all times.

**Note:** If a vehicle is leased and operated by more than one carrier, in addition to displaying the Compliance Decal and License Cab Card, a reproduced copy of the *operating* carrier's Cab Card must be displayed in the vehicle. The operating carrier is the carrier who is responsible for reporting and remitting the motor carrier fuel tax and surcharge tax as outlined in the lease.

#### **When does the Annual License Cab Card and Compliance Decal expire?**

The License Cab Card and Compliance Decal expire on December 31 of each year.

#### **How do I renew my Account?**

The Department will send a renewal packet to all active motor carrier accounts by **July 1st**. Included in the packet will be the Renewal Application. Applications should be sent to the Department no later than **August 15th** each year to ensure credential delivery by **November 1**. Please allow 45 days for processing.

#### **How must Cab Cards and Compliance Decals be displayed?**

A copy of the cab card must be in the cab of each vehicle operated by the carrier. The original cab card is maintained with the carrier's records.

The intrastate decal must be permanently affixed to the driver's side of the power unit. The IFTA decals must be permanently affixed to the exterior portion of both sides of the power unit. The decals must be totally visible and its view cannot be obstructed by any part of the vehicle. A Compliance Decal applied in any other manner or location is an improper display of registration.

#### **Where can I renew my Annual License?**

A carrier may renew with the Motor Carrier Services Division of the Indiana Department of Revenue in person, or by mail.

Indiana Department of Revenue  
Motor Carrier Services Division  
5252 Decatur Blvd., Suite R  
Indianapolis, IN 46241

### **Account Changes**

#### **Can my License be revoked and/or renewal denied?**

Yes, If you:

1. have not filed the required quarterly reports;
2. have not paid the correct amount of tax due on these reports; or
3. have failed to file all tax returns or information reports or to pay all taxes, penalties and interest required by the Indiana Department of Revenue.

#### **If I receive a new Federal Employer Identification Number (FEIN) or a Social Security Number (SSN) do I need to obtain a new Annual License?**

Yes, anytime the legal ownership changes, or a division is made a subsidiary, a new Annual License must be obtained.

If the Federal Employer Identification or Social Security Number change is only for correction purposes, the original Annual permit may be retained by the carrier.

#### **Are the License Cab Card and Compliance Decals transferable?**

No.

#### **What if the vehicle is sold or traded?**

Compliance Decals are assigned to the carrier, not the truck. If the vehicle is sold or traded, the Compliance Decal cannot be assigned to the new carrier. A new Compliance Decal must be obtained under the authority of the new owner's Motor Carrier Fuel Tax Annual License.

### **What if I wreck my truck or have it repainted?**

A carrier may obtain a new Compliance Decal for a vehicle if the original Compliance Decal has been lost or destroyed. Contact the Motor Carrier Services Division in person, by phone, or by mail for additional/replacement Compliance Decals.

### **Is a carrier who operates a commercial motor vehicle displaying a dealer registration plate, or transport plate, required to obtain an Annual Permit/Cab Card and Compliance Decal for that vehicle?**

A carrier displaying a dealer registration plate is exempt from obtaining a Motor Carrier License and Compliance Decals. Carriers who display a transport plate *are* required to obtain an Annual Permit/Cab Card and Compliance Decals.

## **5 Day Trip Permits**

### **What is a 5-Day Trip Permit?**

Instead of obtaining an Annual License and paying the quarterly tax imposed, you may be issued a 5-day trip permit from a permit service. The 5-day trip permit authorizes the carrier to operate a commercial motor carrier in or through Indiana for a period of five (5) consecutive days.

**Note:** 5-day trip permits are issued only by permit services, with a fee of \$50.00 plus any permit service charges.

### **How do I travel legally in Indiana if I fail to renew my Motor Carrier Fuel Annual License?**

We have instructed permit services *not* to renew Annual Licenses. Special authorization must be obtained from the Department before a 5-day trip permit can be issued. This approval is conditional upon the carrier renewing its Annual License within the five (5) day period and being current in filing the quarterly report.

### **What if I misplace one of my Annual License Cab Cards?**

Upon request, we will issue a duplicate Annual License Cab Card to the carrier if the original is lost.

## **Quarterly Tax Reports**

### **What reports are required to be filed by motor carriers?**

A quarterly report (IFTA-101 or MCFT-101) must be filed by all carriers who hold an active Indiana or IFTA Motor Carrier Fuel Tax Annual License and who have not requested, in writing, cancellation of their account.

### **When must the quarterly reports be filed?**

Quarterly reports must be postmarked no later than the last day of the month which immediately follows the end of the quarter.

<b>Quarter</b>	<b>Tax Period</b>	<b>Report Due</b>
1st	January 1 through March 31	April 30
2nd	April 1 through June 30	July 31
3rd	July 1 through September 30	October 31
4th	October 1 through December 31	January 31

### **How do I obtain the quarterly reports?**

New accounts will receive the applicable quarterly report forms MCFT-101 or IFTA-101, by mail at the end of the quarter in which the license was obtained.

Existing accounts will receive report forms approximately 30 days prior to the due date for each quarter.

### **Do I need to file the quarterly report if I purchase the 5-day trip permit?**

No. (Please refer to the section in 5 day trip permits for a complete discussion.)

### **How do I correct any errors after I have filed my original quarterly report?**

Corrections may be made by filing an Amended Quarterly Report, which may be obtained from the Motor Carrier Services Division of the Indiana Department of Revenue in person, by mail, or by telephone.



## Are there any penalties for not filing quarterly reports or for filing late?

Yes. The following penalties may be imposed:

1. a \$50.00 penalty or 10%, whichever is greater, is due on any late remittance, or a \$50.00 penalty is due for any late report when no remittance is due;
2. the License Tax Annual Permit may be revoked or renewal denied; and
3. a carrier who fails to file a quarterly report is subject to a civil penalty of \$300 for each report that is not filed.

## Lease Agreements

### Who is responsible for filing quarterly reports and paying the motor carrier fuel tax when a vehicle is leased?

Every qualified motor vehicle leased to a carrier is subject to the fuel tax requirements to the same extent and in the same manner as a qualified motor vehicle owned by the carrier. The most common questions and areas of confusion surround the issue of **who** is liable for the tax reporting. Consequently, the following guidelines are established based upon the type of business activity *and* type of lease.

**Rental & Leasing - Long Term Leases:** Generally, a lessor regularly engaged in the business of leasing or renting motor vehicles without drivers is considered to be the responsible party, and may be issued a Fuel Tax License Cad Card if an application has been properly filed and approved. The exception to this is in the case of certain short term leases (see the next paragraph).

**Rental & Leasing - Short Term Leases:** In the case of a lessor regularly engaged in the business of leasing or renting motor vehicles, without drivers, to others for 29 days or less, the lessor must report and pay the fuel use tax unless both the following two conditions are met:

1. The lessor has a written rental contract which designates the lessee as the party responsible for reporting and paying the fuel use tax; and
2. The lessor has a copy of the lessee's Fuel Tax Permit which is valid for the term of the rental.

**Household Goods Carriers:** In the case of household goods carriers using independent contractors, agents, or service representatives, under intermittent leases, the party responsible for motor fuel use tax is:

1. The lessee (carrier) if the qualified motor vehicle is being operated under the lessee's operating authority.
2. The lessor (independent contractor, etc.) if the qualified motor vehicle is being operated under the lessor's operating authority.

**Independent Contractors - Short Term Leases:** In the case of a carrier using independent contractors under short-term leases of 29 days or less, the trip lessor will report and pay all fuel use taxes.

**Independent Contractor - Long Term Leases:** In the case of a carrier using independent contractors under a long term lease (30 days or more), the lessor will be given the option of designating which of them will report and pay the motor fuel use tax. If there is no written agreement or contract, or if the written document is silent regarding responsibility for reporting and paying fuel use tax, **the lessee will be responsible** for reporting and paying fuel use tax. If the lessee (carrier) assumes responsibility through a written agreement or contract, the Department will require the party names in the agreement or contract to report and pay the tax.

In addition to the above guidelines for leases, the Department will not require the filing of such leases, but the leases must be made available upon request.

## Credits

### May a carrier take credit on their tax return for taxable fuel used to propel their power take-off units?

Yes, if you are a motor carrier who files an IFTA or a Motor Carrier Fuel tax return, and you report vehicles that are equipped with a power take off (PTO) unit, you must be certified by the Indiana Department of Revenue in order to qualify for the proportional use credit. The motor carrier must be certified by April 1st to become eligible to file claims for credit during the 1st quarter of that same year. A PROP-1 (Certification Application) may be obtained from the Motor Carrier Services Division of the Department of Revenue in person, by mail, by telephone, or on the Department's web-site at: [www.in.gov/dor](http://www.in.gov/dor).

# International Registration Plan (IRP)

## What is IRP?

The International Registration Plan (IRP) is an agreement among states of the United States and Provinces of Canada that allows the proportional registration of fleets of vehicles. Its purpose is to issue one registration plate and cab card to each fleet vehicle, rather than one for each state or jurisdiction in which the vehicle travels. The apportioned plate allows both interstate and intrastate operation.

A carrier registers in their base state or province (jurisdiction), declares mileage of the fleet's operations everywhere they travel, declares the registered weight in each jurisdiction, and pays all registration fees on one return with its base jurisdiction. The base jurisdiction is responsible for calculating, billing, and collecting fees for all IRP jurisdictions in which the carrier is operating. The base state also informs the other jurisdictions and distributes the collected fees.

## IRP Plate Requirements

### Where do I get IRP Apportioned Plates?

Indiana apportioned IRP plates are available through the Motor Carrier Services Division of the Indiana Department of Revenue. Remember, IRP plates **cannot** be purchased at the Bureau of Motor Vehicles. ( If you travel only within Indiana, you do not need IRP plates; you should purchase your license plates from the Bureau of Motor Vehicles). Application for IRP plates and registrations should be mailed to:

Indiana Department of Revenue  
Motor Carrier Services Division  
IRP Unit  
5252 Decatur Blvd., Suite R  
Indianapolis, IN 46241  
(317) 615-7340

You may also visit the customer service center at the above address between the hours of 7:15 a.m. and 4:15 p.m., Monday through Friday, excluding holidays.

### When should I have my new plates mounted?

New apportioned plates and cab cards must be displayed by 12:00 a.m. on the first day of the new registration period. An apportioned plate must be displayed on the front of tractors and truck-tractors, and on the rear of trucks, trailers, buses and converter gears. The cab card must be carried in the vehicle for which it is issued.

### What happens if I don't have new plates on my vehicles?

Vehicles not displaying the current license plate, cab card, a valid trip permit, or temporary registration in lieu of credentials, will be in violation and the driver will be subject to law enforcement action. Enforcement action includes, but is not limited to violation citations, fines, and/or vehicle impoundment.

## Registration Requirements

### What types of vehicles should I register under the IRP?

The following vehicles that travel in two or more IRP member jurisdictions are required to be registered and are considered "apportionable vehicles":

1. Power units having 3 or more axles regardless of weight;
2. Vehicles having a gross weight in excess of 26,000 pounds;
3. Vehicles used in combination when the gross weight of the combination exceeds 26,000 pounds.

## Are any vehicles exempt from registering in IRP?

Yes. Exempt vehicles are:

1. Chartered buses;
2. Recreational vehicles;
3. Vehicles displaying restricted plates (commodity, area, mileage restrictions) e.g. farm plates;
4. City pickup and delivery vehicles;
5. Vehicles displaying Special Machinery plates; or
6. Government vehicles.

## What information will slow down the processing of my request for plates?

Whether you are completing a renewal application or a new application, certain information and documents are required before we can issue your credentials. Be aware that the following information is required in order to help ensure problem free processing.

- Place of Business - Your established place of business in Indiana must be verifiable.
- Proof of Ownership (Title) - A valid Indiana title, or a title application.
- Lease Agreements - A copy of the existing lease agreement (if applicable).
- Proof of Financial Responsibility - Proof of financial responsibility includes one of the following: a Motor Vehicle Insurance Policy, a Self-Insurance Certificate from the Bureau of Motor Vehicles, or a minimum of \$40,000 in Securities or Cash deposited with the Treasurer of Indiana.
- Federal Heavy Vehicle Use Tax (FHVUT) - Proof of payment of the current FHVUT (Form 2290) must be verified.
- US DOT Number - All registrants **must** have a US DOT number.

## 3-Day Trip Permit

### What if I travel through Indiana only occasionally?

In lieu of the permanent registration credentials, an Indiana IRP 3-Day Trip Permit is required for all out-of-state-carriers who are properly registered and insured in their base state, but have not apportioned for Indiana, and wish to drive in or through the State of Indiana.

The permit must be secured prior to entry and must remain with the vehicle while in the state. Refund or credit cannot be given for unused permits. The Indiana IRP 3-Day Trip Permit is available through wire services or through the Indiana Department of Revenue. The permit is issued for a period of three (3) days at a fee of \$15.00, if issued from the Motor Carrier Services Division. Price may vary if issued through a wire service. Certain requirements must be met prior to the issuance of a 3-Day Trip Permit. Please consult the IRP Handbook for details.

## Hunter's Permit

### What if I'm unemployed, and driving to look for work?

A Hunter's Permit is a limited permit issued to allow an owner operator to move his vehicle at the unladen weight between Lessors in order to "hunt" for employment. It is valid for both intrastate and interstate travel. The Hunter's Permit is issued only to registrants who are both owner and operator of the vehicle.

To obtain a Hunter's Permit, you will need:

- A copy of your previous registration (cab card);
- A copy of your title;
- Insurance information regarding the insured, insurer's name and the policy number; and a \$10.00 payment in cash (only if it's an over-the-counter transaction), money order, or credit card payment.

## 45-Day Temporary Permits

### Who can apply for a 45-Day Permit?

A 45-Day Temporary IRP Registration Permit is a permit issued solely to vehicles within established Indiana IRP fleets that are currently registered, or are in the process of registration. *It is **not** a means by which a vehicle can travel through Indiana or other jurisdictions without registering for the year! It is **not** a means of delaying payments of fees.*



The 45-Day Temporary registration allows you to place qualified vehicles into service immediately after the payment is processed (with the exception of added vehicles and replacement plates). Follow-up documentation must be submitted within 20 days.

Once a Temporary Permit Registration has been granted, **the vehicle is subject to the full registration process** and to the same laws and fees as a valid license plate for added vehicles and replacement plates.

Permits **will not** be issued to an account which is not in good standing (has an existing liability with the state).

No temporary permits will be issued to renewal vehicles or any previously registered vehicles.

Photocopies of the Indiana IRP 45 Day Temporary Registration Permit **are** acceptable; however **any** alteration of the permit renders the permit invalid.

The permit can only be canceled if the Motor Carrier Services Division is contacted within 48 hours of receiving the permit.

## Oversize/Overweight Vehicle Permits

All vehicles operating over 80,000 lbs., 13'6" in height, 8'6" in width, 40' in length for a single vehicle, 60' in length for two vehicles coupled together, and/or 53' in length for a semitrailer unit on a truck-tractor-semi-trailer combination, must obtain an oversize/overweight vehicle permit if the load is nondivisible.

### Types of Permits

#### What kinds of Permits are available?

There are eight (8) categories of permits. These permits are issued for different periods of time, based upon a vehicle's specific dimension and/or size and the travel activity. The chart below is a quick summary of the various permits and when they are used.

	Single Trip (1 Day)	Single Trip (5 Days)	Single Trip (15 Days)	90 Days	Annual
Oversize			✓	✓	✓
Overweight			✓		
OS/OW			✓		
Toll Gate		✓	✓		✓
Special Weights	✓				
Mobile Home Rig 8'6"-12'4"			✓	✓	✓
Special Mobile Home Rig 12'4"-14'4"		✓		✓	✓
Towing Disabled			✓		

## Categories

\*The telephone program eliminates the 2-day process for district review and approval.

	Routine	Telephone* Superloads	Superloads w/o Bridge Analysis by Engineer (District)	Superload with Bridge Analysis by Engineer (District)
Weight with 6 configuration	Up to 108,000 & including 120,000	Up to 200,000	Up to 200,000	Over 200,000 needs engineers approval
Width	Up to 16'	Up to 16'	Over 16'	Over 16'
Height	Up to 15'	Up to 15'	Over 15'	Over 15'
Length	Up to 110'	Up to 110'	Over 110'	Over 110'
OL (HS)	Up to 29.49	Up to 29.49	Up to 39.99	Over 39.99

## Cost of Routine Permits

<b>Oversize Single Trip: *</b>	\$20 if up to 95' in length, 12'4" in width, and legal height. \$30 if over 95' long, over 12'4" wide, or over 13'6" tall.
<b>Oversize 90 Day Permit:</b>	\$100, up to 110' in length, 12'4" in width and 13'6" tall.
<b>Oversize Annual Permit:</b>	\$405, up to 110' in length, 12'4" in width and 13'6" tall.
<b>Overweight Single Trip Permit: *</b>	\$20 base fee, plus: 35 cents per mile for vehicles that weigh up to 108,000 pounds, 60 cents per mile for vehicles that weigh more than 108,000 pounds, and \$1.00 per mile for vehicles greater than 150,000 pounds.
<b>Oversize/Overweight Single Trip Permit: *</b>	The greater of the calculated over weight or oversized fee.
<b>Special Weight Single Trip Permit:</b>	\$42.50 per truck per day
<b>Special Weight Trip Authorization: **</b>	\$42.50 per truck, per day, paid quarterly
<b>Toll Road Gate Permit:</b>	\$20 per gate, per truck, per year
<b>Mobile Home Rig Single Trip Permit: *</b>	\$10 per trip
<b>Mobile Home Rig Trip Dealers Permit:</b>	\$40 one time fee per vehicle, per calendar year
<b>Special Mobile Home Rig Single Trip: *</b>	\$18 per trip
<b>Quarterly Mobile Home 8'6" - 12'4"</b>	\$250 per truck
<b>Annual Mobile Home 8'6" - 12'4"</b>	\$1000 per truck
<b>Quarterly Special Mobile Home 12'4" - 14'4"</b>	\$500 per truck
<b>Annual Special Mobile Home 12'4" - 14'4"</b>	\$2000 per truck

\* Plus a \$50.00 fee per trip if traveling on a toll road.

\*\* To pay quarterly you must obtain quarterly billing authorization. Please call (317) 615-7320 to obtain information.

## Cost of Superload Permits

Oversize only Superload fee: \$40.00

Overweight superload fees consist of a \$20.00 base fee, plus a mileage-distance charge, based on the total gross weight, plus a \$25.00 design review fee. In addition, all Superload applications are subject to a \$10.00 Executive Approval fee.

Total Gross Weight	Cost Per Mile
Less than or equal to 108,000 lbs.	\$.35 Per Mile
108,001 lbs. to 150,000 lbs.	\$.60 Per Mile
Greater than 150,000 lbs.	\$1.00 Per Mile

*Oversize and Overweight Superload permits are charged the greater of the cost of the oversize permit fee, or the overweight permit fee.*

## Setting up an Account

### How do I set up an account?

If this is the first time that you are applying for an oversize or overweight permit, three things are critical: (1) you must request and complete the Transporting Company Permit Application, (2) you must carry adequate insurance, and (3) you must provide a method of payment. You may contact our office to request the forms that you need by calling the numbers below, or download them from our website. Once these forms are completed, forward them to our office.

Call: (317) 615-7320 Monday-Friday 7:15 a.m. to 4:15 p.m.

Fax: (317) 821-2336 24 hours a day, seven days a week.

Write/Mail: Indiana Department of Revenue  
P.O. Box 6175  
Indianapolis, IN 46206-6175

Visit: You may visit the walk-in service center in the Ameriplex Business Complex located at 5252 Decatur Blvd., Suite R, Indianapolis, IN 46241.

**Internet:** [www.in.gov/dor/mcs/formlist.html#OSOW](http://www.in.gov/dor/mcs/formlist.html#OSOW)

**Setting up a Payment Method:** Call: (317) 615-7294 or Fax: (317) 615-7388

## Ordering a Permit

Once you have completed and returned your transporting company agreement and set up a method of payment, you are ready to request oversize/overweight permits. Generally, You must submit an M-233 to Motor Carrier Services by calling, faxing, mailing, or visiting our customer service walk in area at 5252 Decatur Boulevard., Indianapolis, IN 46241. You must submit your M-233 only once. If more than one M-233 is received for the same permit request you will be responsible for payment. If after faxing your permit you need to make a correction, please use the permit change form. If you are inquiring about your permit, please use the permit inquiry form. Once your permit has been issued you will receive a call with your permit number.

## Questions

For questions or to request blank forms use any of the following:

**Mail:** Indiana Department of Revenue  
Permit Section  
P.O. Box 6175  
Indianapolis, IN 46206-6175

**Telephone:** (317) 615-7320

**Internet:** [www.in.gov/dor/mcs/](http://www.in.gov/dor/mcs/)

## Violations to Permits

If at anytime you are caught violating an Indiana law or Provision of an oversize/overweight permit, your permit will be confiscated and no fees will be refunded. Your company will be put on violation with the Oversize/Overweight Vehicle Permitting Section. To satisfy the requirements of a violation please contact our office at (317) 615-7320. Once you have satisfied all requirements of the violation you will have to request new oversize/overweight permits.

# Guidelines for Indiana US DOT Number and Marking Requirements

## Who Must Have a US DOT Number?

If you operate a commercial motor vehicle transporting property or passengers Interstate and/or Intrastate and have a GVWR or gross combined vehicle weight of 10,001 pounds or more, or if the vehicle is used to transport more than 9 passengers including the driver, or the vehicle is used to transport placardable amounts of hazardous materials, you must mark your vehicle with a US DOT number. You will receive evidence of your registration via the registration receipt. **Exemption:** If you operate a farm plated vehicle and do not leave Indiana, you do not need a US DOT number.

## How Do I Get a US DOT Number?

Intrastate carriers need an Indiana BAS-1 Application Form and should contact the Indiana Department of Revenue.

Indiana Dept. of Revenue  
Motor Carrier Services Division  
P.O. Box 6075  
Indianapolis, IN 46206  
(317) 615-7350

Federal Highway Administration  
Office of Motor Carriers  
Information Analysis HIA-10  
400 Seventh St. S. W.  
Washington, D.C 20590 or call  
(317) 226-7474  
(Indiana Federal Office for general  
information)

Indiana's web site address for forms is [www.in.gov/dor/mcs/forms.html](http://www.in.gov/dor/mcs/forms.html)

Federal Highway's website for forms is <http://www.fmcsa.dot.gov/factsfigs/formspubs.htm> or update an existing record at [www.usdotnumberregistration.com](http://www.usdotnumberregistration.com)

## Fees

### What Fees Are Due?

There is no administrative fee for issuing a US DOT number. However, there is a \$10 per vehicle fee for processing and registering your proof of financial responsibility (insurance). This fee is due only if you have not already paid a \$10 per vehicle fee for registering proof of financial responsibility under another registration with the SSRS registration.

## Insurance

### Who Must File "Proof of Financial Responsibility?"

Along with the application for a US DOT number, the following carriers are required to provide proof of financial responsibility (insurance) with the State of Indiana, if they haven't already:

- Private carriers transporting hazardous materials
- For-Hire carriers

## Vehicle Markings

### What are the Vehicle Marking Requirements?

Anyone required to have a US DOT is also required to mark their vehicles.

### Nature of the Markings

Generally, the marking must display the following information:

- The name or trade name of the motor carrier operating the motor vehicles.
- The motor carrier identification number preceded by the letters "USDOT," and if an intrastate vehicle, with the "IN" suffix.

## Size, Shape, Color and Location

The marking must:

- Appear on both sides of the motor vehicle.
- Be in letters and numbers that contrast sharply in color with the background on which the letters and numbers are placed.
- Be readily legible, during daylight hours, from a distance of 50 feet while the vehicle is stationary (approximately 2" block style letters and numbers). The marking must always be maintained in this condition.

## Construction and Durability

You may paint the marking on the motor vehicle, or it may be displayed on a removable device, if the device meets the above requirements.

# Single State Registration System (SSRS)

## Who Must File Under the SSRS?

Interstate carriers who are hauling-for-hire and have a FHWA/MC number should file the SSRS forms. The SSRS forms are filed annually. The SSRS enables you to write one check and know that all fees are paid for all states traveled. You will receive evidence of your registration via the Registration Receipt, Form RS-3. The RS-3 is your proof of safety and insurance compliance with the State of Indiana. A copy of this receipt should be carried in each registered vehicle. The filing requirements vary slightly for new applications versus renewal application and are discussed as follows:

## Annual Registrations

**BAS-1** Use this form for a new registration or your annual renewal. This form is mandatory for a valid registration receipt for your vehicles. A Form BAS-2 or BAS-2A should always be attached to this form. **NOTE:** Do not use the BAS-1 when ordering supplemental registrations.

### New Carriers

*Show evidence of your FHWA/MC Operating Authority* - New applicants must attach a copy of their federal operating authority.

*Pay your vehicle safety registration fees* - These are paid to one state rather than the multiple registrations of the past.

### Renewal Carriers

Carriers who are renewing do not need to attach their operating authority. However, if the name changes, a re-entitlement form must be attached.

**BAS-2** Use this form to calculate your fees if your base state is Indiana. Always attach this form to your BAS-1 if you are filing your renewal application.

**BAS-2A** Use this form to calculate your fees if you are from a non-participating state and you pick Indiana to be your base state. The following are non-participating states: AZ, CN, DE, FL, MD, MI, passenger carrier, NJ, NV, OR, PA, VT, WY.

## How do I get a FHWA/MC number?

Contact: Federal Highway Administration  
P.O. Box 100147  
Atlanta, GA 30384-0147  
(202) 358-7000 or (202) 358-7027

or apply on-line at <http://diy.dot.gov/>.

## When is the Annual Registration Filing Due?

Your registration receipt, Form RS-3, is valid for the calendar year beginning January 1st through December 31st. **The due date for filing an application is November 30th of the current year.** This means that your application must be mailed to the Department with a United States Mail postmark by November 30th. If you mail your application later than November 30th, you may not receive your registration receipt by January 1.

## Questions

### What if I have more questions?

If you have any questions, please contact the Department of Revenue at (317) 615-7350.

## Indiana Motor Carrier Operating Authority

### Who needs this Authority?

Operating authority is required for any for-hire carrier transporting household goods or passengers within the state of Indiana.

### What is Operating Authority?

Operating authority allows the for-hire transportation of household goods and passenger's for compensation. "Intrastate" authority refers to movements between points within the state of Indiana and is issued by the Indiana Department of Revenue.

There are two types of authority, common and contract. Common carrier authority is issued to a carrier who wants to serve the public. Contract carrier authority is issued to carrier who wants to serve one or a limited number of shippers or persons by dedicating motor vehicles to, or by meeting a distinct need of, the person.

## Application Process

### How do I obtain Indiana Intrastate Operating Authority?

The process of obtaining Indiana intrastate operating authority starts with filing an application with the Department. Common carriers whose services are available to the public must obtain a "Certificate". Contract carriers who serve only certain shippers must obtain a "Permit." Forms 700 and 703 are available on-line at: <http://www.in.gov/dor/mcs/formlist.html#ins>.

There are three (3) types of operating authority which can be filed:

1. Form 703 Emergency Temporary Authority (ETA) lasts 30 days. This must be accompanied by a temporary authority and a permanent authority application, a filing fee of \$50.00, proof of insurance, and a tariff or contract.
2. Form 703 Temporary Authority (TA) lasts 180 days. This must be accompanied by a permanent authority application, a filing fee of \$50.00, proof of insurance, and a tariff or contract.
3. Form 700 Permanent Authority. This must be accompanied by a fee of \$70.00.

An ETA is granted on the basis of affidavits filed by shippers showing an emergency need for transportation services not available from existing common carriers. A TA is granted to meet "an immediate and urgent need" for transportation services which may not be an emergency. Any member of the general public, including existing common or contract carriers, can file papers opposing the issuance of a new TA.

These same individuals can also protest the granting of new permanent operating authority. When a protest is filed, a formal hearing is held which is similar to a court proceeding. If no protest is filed, a permanent application can be granted based upon supporting affidavits, without a formal hearing.

After the hearing and consideration of all evidence submitted in support or opposition to the application, an Order will be issued by the Department either granting or denying the application for operating authority. If the application for permanent authority is granted, the applicant has sixty (60) days to file proof of insurance and a permanent tariff or contract.

### Will I need to renew my Intrastate Operating Authority every year?

Indiana intrastate operating authority is continuous so long as the carrier:

1. Files an annual report, Form MCS-3 prior to April 30th each year,
2. Maintains proper insurance,
3. Purchases the vehicle Registration Receipt each year by filing BAS-1 and BAS-2 (or if based out of state by filing BAS-1 with a copy of your RS-3 from your base state); and
4. Maintains a proper tariff.



## Account Changes

### **Can Operating Authority be sold?**

Yes. Operating authority can be sold, leased, transferred or included in a will like any other property. You must contact the Insurance and Safety Section of the Indiana Department of Revenue to obtain Forms 707 and 711.

### **What procedures do I follow if my business name changes?**

An Indiana intrastate carrier which changes its name must make certain filings with the Department. The type of filing required depends on the reason for the name change.

If the only change in the carrier's business is the name it operates under, a name change petition, \$25.00 fee, a new Form E Indiana (insurance), and an adoption notice for the existing tariff or a new tariff, must be filed with the Department requesting that the Department approve the change of name.

A name change may result from the merger of two or more corporations. These transactions are more than name changes because the structure of the business also changes. A carrier which acquires intrastate operating authority by merging with another corporation must file an application with the Department to obtain permission to own and operate the new authority. Other carriers who hold intrastate certificates or permits have the opportunity to protest.

### **What is a \$2.50 Temporary Registration Receipt?**

When an intrastate passenger and/or household goods carrier has been granted an ETA or a TA authority the carrier must file Form MCS-TA and pay a \$2.50 per vehicle fee. The Department will then issue a Temporary Registration Receipt.

## Tariffs & Schedules

### **What is a Tariff?**

A tariff is a legal publication by a COMMON CARRIER (either Household goods or passenger) that sets forth the scope of the operating authority of the carrier; rates, fares or charges for transportation and accessorial services; and rules governing the application of such rates, fares or charges. A tariff is a legal document and only those rates, fares or charges contained in the tariff may be charged for transportation or related services.

### **What is a Schedule?**

A schedule or rate schedule is a legal publication by a CONTRACT CARRIER (either household goods or passenger) that can have two forms: (1) a minimum rate schedule in the same form or format as a tariff or (2) a schedule of actual rates attached to the contract as an appendix and made a part of the contract.

### **How do I file and post a Tariff or Schedule of Rates?**

Tariffs, schedules and any supplements, or changes to tariffs or schedules must be filed with the Department by an officer or duly authorized agent of the company. Three copies of each tariff or rate schedule must be submitted, including individual contracts along with a letter of transmittal. If receipt for the accompanying tariff or schedule is desired, a duplicate transmittal letter should be included with a self addressed envelope. A copy showing the date of receipt by the Department will be returned to the sender.

Tariffs, schedules and supplements or amendments must be posted (on file) at each terminal location and the general offices of the carrier for inspection by the general public.

### **Once I begin operating, is there any way to change the rates, fares, charges, rules, classifications or items in my tariff, minimum rate schedule or actual rate schedule?**

Yes. If you are a Common Carrier, all changes in rates or charges or in rules or other provisions that affect rates must be filed with the Department at least thirty (30) days before the date in which they are to become effective.

If you are a Contract Carrier, each new rate or charge, each reduced rate or charge, each new or changed rate, regulation or practice which affects a reduction in rates or charges or which increases the value of the service must be published in a schedule which shall be posted and filed with the Department at least thirty (30) days prior to the effective date of such rate, charge, rule, regulation or practice.

Increased rates or charges, changes in rules, regulations, or practices which result in a decrease in the value of service or increase in a rate or charge, and rates, charges, rules, regulations and practices republished without change, shall be published in a schedule and filed with the Department at least one day prior to the effective date of such rates, charges, rules, regulations or practices.

Passenger Tariffs or Schedules - Changes in fares or charges must be filed and posted at least ten (10) days prior to the effective date of the tariff or schedule.

## Commercial Drivers License (CDL)

The Commercial Motor Vehicle Safety Act of 1986 required all states to adopt a classified driving licensing system which allows for the licensing of commercial motor vehicle operators. The Act defines a commercial motor vehicle requiring a CDL license as: (1) a single vehicle having a gross vehicle weight rating (GVWR) of at least 26,001 lbs.; (2) a combination vehicle with a GVWR over 26,000 pounds and pulling a trailer with individual GVWR of more than 10,000 pounds; (3) a vehicle designed to transport 16 or more passengers including the driver; or (4) any size vehicle carrying hazardous materials which requires placarding.

### Applying for a CDL Endorsement

#### How do I get an Indiana Commercial Driver's License?

1. You must have a valid Indiana operator's license.
2. You must have a valid United States Social Security Card. Copies and other forms of Social Security card are not valid and will not be accepted.
3. You must provide a valid DOT/CDL physical for filing with the Department of Revenue (DOR)
4. You must obtain a (CDL) permit from the Bureau of Motor Vehicles License Branch (BMV license branch). To obtain a CDL permit, a driver will have to take and pass one or more of the written knowledge tests:
  - a. The General Knowledge test must be taken by all drivers.
  - b. The Passenger Transport test must be taken by all drivers carrying 16 or more passengers including the driver.
  - c. The Air Brake test, if the vehicle has air brakes.
  - d. The Combination Vehicle test for combination vehicles.
  - e. The Hazardous Material test, if you haul any waste or hazardous materials that require placarding.
  - f. The Tanker test if you haul liquids in bulk.
  - g. The Doubles/Triples test, if you pull double or triple trailers.
5. After you acquire a CDL Permit, you then must take a skills test. You must take these tests in the type of vehicle for which you wish to be licensed. The skills test will be taken at a Third Party State Test Site and will consist of three parts:






**Pre-trip Vehicle Inspection.** You will be tested to see if you know whether your vehicle is safe to drive. You will be asked to do a pre-trip inspection of your vehicle and explain to the examiner what you would inspect and why.

**Basic Vehicle Control.** You will be tested on your skill to control the vehicle. You will be asked to move your vehicle forward, backward and turn it within a defined area. These areas will be marked with traffic lanes, cones, barriers or something similar. The examiner will tell you how each control test is to be done.

**On-Road Test.** You will be tested on your skill to safely drive your vehicle in a variety of traffic situations. The situations may include left and right turns, intersections, railway crossings, curves, up and down grades, single or multi-lane roads, streets or highways. The examiner will tell you where to drive.

6. A medical examination is also needed. The CDL application process must include a valid medical examiners certificate. In addition, a current copy of the "long form" physical examination will be reviewed by the CDL office and will affect the status of your license. Please read page 26 for more information.



VEHICLE GROUPS (FMSCR 383.91) AND ASSOCIATED CDL TESTS				
GROUP	VEHICLE DESCRIPTION	TYPICAL VEHICLE IN GROUP	KNOWLEDGE TESTS REQUIRED	SKILLS TESTS REQUIRED
A	Any combination of vehicles with a GCWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.		<ul style="list-style-type: none"> <li>General Knowledge</li> <li>Combination Vehicles</li> <li>Air Brakes (if equipped)*</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle Inspection</li> <li>Basic Control Skills</li> <li>Road</li> </ul>
B	Any single vehicle with a GVWR of 26,001 or more pounds or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.		<ul style="list-style-type: none"> <li>General Knowledge</li> <li>Air brakes (if equipped)*</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle Inspection</li> <li>Basic Control Skills</li> <li>Road</li> </ul>
C	Any single vehicle, or combination of vehicles, that does not meet the definition of group A or group B as contained herein, but that either is designed to transport 16 or more passengers including the driver, or is placarded for hazardous materials.		<ul style="list-style-type: none"> <li>General Knowledge</li> <li>Air Brakes (if equipped)*</li> <li>Hazardous Materials (if applicable)</li> <li>Passenger Transport (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle Inspection</li> <li>Basic Control Skills</li> <li>Road</li> </ul>
ENDORSEMENTS				
T	Combination vehicles with double or triple trailers.		<ul style="list-style-type: none"> <li>Doubles/Triples</li> </ul>	Skills tests applicable to class of vehicle brought in for testing.
N	Vehicles used to haul liquids or gaseous materials in permanent tanks or in portable tanks having a rating capacity of 1,000 gallons or more.		<ul style="list-style-type: none"> <li>Tank Vehicle</li> </ul>	
P	Any vehicle designed to transport 16 or more passengers, including the driver.		<ul style="list-style-type: none"> <li>Passenger Transport</li> </ul>	
H	Any vehicle used to transport hazardous materials in placardable amounts.		<ul style="list-style-type: none"> <li>Hazardous Materials</li> </ul>	
X	Any tank vehicle used to transport placardable amounts of hazardous materials.		<ul style="list-style-type: none"> <li>Tank Vehicle</li> <li>Hazardous Materials</li> </ul>	

\*If the vehicle used for testing is not equipped with air brakes, license must show an air brake RESTRICTION.

\*If the vehicle used for testing is NOT a semi-trailer, license must show an "S" restriction. "No-Semi"

## Re-testing

### What happens if I fail the skills test?

If you fail the skills test, you may take the test again the next day. You can only test once a day. You will be responsible for all costs each time that you have to take a skills test. The examiner will issue a skills test certification upon successful completion of the skills test.

The driver will need to return to the BMV license branch with their Indiana operator’s license, CDL permit, skills test certification and DOT/CDL physical examination form for issuance of the hard copy CDL. NOTE: The driver must have a valid driver’s license status to be issued any type of driver’s license.

**TO MAKE AN APPOINTMENT FOR A SKILLS TEST, PLEASE OBTAIN A LISTING OF THE CDL THIRD PARTY TEST SITES AT ANY INDIANA LICENSE BRANCH.**

### Other Safety Act Rules

There are other federal and state rules which affect drivers operating CMV’s in all states.

- You cannot have more than one license. If you break this rule, a court may fine you up to \$5,000 or put you in incarceration. Keep your home state license and return any others.
- You must notify your employer within 30 days of conviction for any traffic violations (except parking). This is true no matter what type of vehicle you are driving.
- You must notify your motor vehicle licensing agency within 30 days if you are convicted in any other jurisdiction of any traffic violation (except parking). This is true no matter what type of vehicle you were driving.
- You must notify your employer if your license is suspended, revoked, canceled or if you are disqualified from driving.
- You must give your employer information on all driving jobs you have held for the past 10 years. You must do this when you apply for a commercial driving job.
- You must have the appropriate CDL to operate any commercial motor vehicle (CMV) that requires a commercial driver’s license. A court may fine you up to \$5,000 or order incarceration if you are found guilty of operating a CDL CMV without a CDL.
- Your employer may not let you drive a commercial motor vehicle if you have more than one license or if your CDL is suspended or revoked. A court may fine the employer up to \$5,000 or incarceration for breaking this rule.

## License & Other Fees

### Fees:

- Four (4) year commercial drivers license ..... \$30.00
- Addition of a commercial driver’s license endorsement, or removal of a CDL restriction, other than at the time of application ..... \$20.00
- Commercial driver’s license learner’s permit ..... \$16.00
- Amendment to a commercial driver’s license learner’s permit, including the addition or removal of a CDL endorsement or restriction, other than at the time of application ..... \$10.00
- Duplicate or amended license ..... \$10.00
- Skills and Road Test ..... \$100.00
- Rental fees, if third party is required to provide the vehicle ..... \$25.00

## CDL Medical Review

In an effort to protect the integrity of medical reporting and to monitor the medical status of individuals who hold CDL's, the Department of Revenue and the Federal Highway Administration have entered into a medical review program. This program will allow the DOR to track medical histories to ensure compliance with federal and state medical requirements of the Commercial Driver's License.

The program now requires a CDL applicant or a CDL driver to:

1. Have a copy of the long form physical DOT/CDL on file with the CDL Medical Division at the time of issue. Long forms are available at all license branches.
2. Sign an information release for the Department of Revenue and supply the physician's address, phone number and state license number. **(Indiana forms have space for this information, but the DOR will accept any form as long as this information is provided).**
3. Carry the medical examiner's certificate while driving a commercial motor vehicle.

### **ALL PHYSICALS MUST HAVE:**

1. Date of examination and expiration date.
2. The driver's correct name and date of birth.
3. The Doctor's signature, telephone number, and physician's state license number.
4. The driver's signature on the DOR signature release line and the driver's Social Security Number.
5. Out of state physicals will be accepted, but the individual must still sign an information release for the DOR and supply their Social Security Number. This information may be added anywhere on the long form as long as it is clearly visible. (Example: top of form or on the margin). The release must state: I authorize this information to be released to the Indiana Department of Revenue.

If a physical form is missing any of this information, a Commercial Driver's License **may not be issued**.

If an individual comes into the branch without a copy of the long form, and the individual has not submitted one to us previously, the clerk must tell him to contact the physician or company that is responsible for the physical. An individual may do one (1) of the following:

**MAIL** the physical to:                      Indiana Department of Revenue  
Motor Carrier Services Division  
CDL Medical Section  
5252 Decatur Blvd., Ste. R  
Indianapolis, IN 46241

**-or-**

**FAX** the physical to:                      (317) 821-2340 or (317) 821-2341

Please allow seven (7) to ten (10) business days for the processing of your physical examination long form. Note: Medical examiner's certificate must accompany the medical examination long form when filing with the DOR, Motor Carrier Services, CDL Section.

To check on the status of your physical examination long form please call: (317) 615-7433

If you have any question please call the CDL Help Desk at: (317) 615-7335

**Remember: All information is confidential!!**

## **For Additional Information or Assistance:**

### **Indiana Department of Revenue**

Motor Carrier Services Division  
5252 Decatur Blvd., Suite R  
Indianapolis, IN 46241  
(317) 615-7200

### **Indiana State Police**

Commercial Vehicle Enforcement Division  
5252 Decatur Blvd., Suite J  
Indianapolis, IN 46241  
(317) 615-7373  
1-800-523-2226  
Fax: (317) 821-2350  
Website: [www.in.gov/isp/](http://www.in.gov/isp/)

### **Federal Office of Motor Carriers**

Federal Dept. of Transportation  
575 N. Pennsylvania, Suite 261  
Indianapolis, IN 46204  
(317) 226-7474  
Fax: (317) 226-5006

### **Intrastate Carrier Services**

Indiana USDOT (317) 615-7350  
Superload Permits (317) 615-7320  
Motor Carrier Fuel Tax (317) 615-7345  
Indiana Operating Authority (317) 615-7350  
Oversize/Overweight Vehicle Permitting (317) 615-7320

### **Interstate Carrier Services**

IRP (317) 615-7340  
IFTA (317) 615-7345  
SSRS (317) 615-7350  
Superload Permits (317) 615-7320  
Commercial Driver's License (317) 615-7335  
Oversize/Overweight Vehicle Permitting (317) 615-7320

### **Fax Numbers**

IRP/IFTA (317) 821-2335  
Insurance (317) 821-2339  
Commercial Driver's License (317) 821-2340  
Oversize/Overweight/Superload (317) 821-2336

**TaxFax:** (317) 233-2329

**Website Address:** [www.in.gov/dor](http://www.in.gov/dor)

## Glossary

**ASHTO** - American Association of State Highways and Transportation Officials

**BARS** - Bridge Analysis and Rating System

**BMV** - Bureau of Motor Vehicles

**CDL** - Commercial Drivers License

**CFR** - Code of Federal Regulations

**CMV** - Commerical Motor Vehicle

**CVSA** - Commercial Vehicle Safety Alliance

**DOR** - Department of Revenue

**DOT** - Department of Transportation

**FHWA** - Federal Highway Administration

**FMCSR** - Federal Motor Carrier Safety Regulation

**CGVWR** - Combined Gross Vehicle Weight Rating

**GVWR** - Gross Vehicle Weight Rating

**IFTA** - International Fuel Tax Agreement

**INDOT** - Indiana Department of Transportation

**IRP** - International Registration Plan

**MC** - Motor Property Carrier/Broker Authority

**MCFT** - Motor Carrier Fuel Tax

**MCS** - Motor Carrier Services

**ORS** - Overload Routing System

**SSRS** - Single State Registration System

**USDOT** - United States Department of Transportation